

**T**issues removed from customers are typically evaluated by a pathologist. Certain specimens are exempt from pathology examination and may be discarded from the OR with the physician's order. Other specimens are routinely evaluated with a gross examination only, and no microscopic examination is performed unless requested. See *Exempt and Gross Only Specimens* policy and procedure found in PolicyTech for a list of exempt and gross only specimens.

**When in doubt on how to collect a specimen, call the pathology laboratory to verify at x14150. After hours call the pathologist on call listed in EPIC under Amion or contact NMH laboratory x14070 and ask to page pathologist on call.**

Surgical pathology specimens are to be submitted properly collected, and accurately identified. This effort will facilitate a quicker turnaround time in patient results. Submit a Pathology order with the exact site from which the specimen was obtained and provide diagnostic codes and pertinent clinical information.

#### Hours:

The pathology laboratory is open for receiving specimens between the hours of 5 AM to 6:30 PM Monday through Friday, and 5:00 AM to 4:00 PM on Saturday. The Laboratory is closed on Sunday and Holidays.

#### Specimen Ordering:

Inpatient - Use EPIC to enter surgical pathology orders including insurance information and diagnostic codes.

Outpatient - Complete and submit a surgical pathology order either through EPIC or non-EPIC application.

#### Specimen Results:

Inpatient results can be accessed through EPIC or by calling the Pathology Laboratory x14150.

Outpatient results can be accessed through EPIC or non-EPIC application or by call the Pathology Lab: **(763)581-4150**.

#### Specimen Transport:

Inpatient specimens collected during pathology laboratory business hours should be delivered directly to the pathology laboratory. A handoff will occur in which the team member delivering the specimen will log the specimen into the specimen log book. The pathology team member will then double check the specimen for proper labeling and accuracy. Both the team member delivering and the team member receiving the specimen will then initial the specimen log book.

Inpatient specimens that are delivered outside of the above listed hours are brought to the Clinical Laboratory "Front Desk Dispatch Area". Under no circumstances should specimens be sent through the Pneumatic Tube System.

Specimens collected outside of the hospital are picked up by a courier service and brought to the Clinical Laboratory "Front Desk Dispatch Area"

#### Submitting Specimens:

1. Specimens are submitted either in 10% formalin or collected fresh unfixed.
2. Specimens collected fresh unfixed must be given to pathology staff specifying it is FRESH e.g. Frozen section and / or cell markers.
  - All breast specimens must have the "Time Tissue Removed" documented under the collection time and Time in Formalin in the order
  - Placenta specimens must have the parity, Apgar score, gestational age, and
  - For cases that involve potential fetal products of conception, a Fetal Disposition Form needs to be completed and a copy sent to pathology with the specimen
3. Complete and submit an EPIC order which includes the following information: customer name, specimen source, medical record number, encounter number, birth date, doctor's name.
4. Specimen container must also have customer's name and specimen source written on it.

---

### Unacceptable Specimens:

Tissue or irretrievable specimens, which are unlabeled or mislabeled, can be reconciled by using the following procedure.

1. Pathology staff will send an “Unlabeled/Mislabeled” form to the customer care site for completion and signatures.
2. Signatures are required by all of the following:
  - a. Collector – attests to the correct identification of the specimen.
  - b. Supervisory staff – acknowledges awareness of the specimen labeling issue(s).
  - c. Provider – accepts the risks associated with using the results on the specimen to initiate/regulate therapy or assist with diagnosis.
3. If provider is not on site, pathology staff may accept a verbal okay directly from the provider, to release the results.